

Halgga

B2V5

INSTRUCTION MANUAL FOR B2V5



Governance of doorsteps

2016/11/11 NOVEMBER 2016

Annexure 1

Assess the progress of different schemes relating to the localized SDGs prioritized for that village as per the resolution passed by that Gram Panchayat.

1. SDGs AGREED FOR THAT VILLAGE, TO BE IMPLEMENTED BY MARCH 2024
2. STATUS OF WORKS UNDER THE FOLLOWING GOALS

1. Clean and green village

- i. Initiatives taken by the Panchayat for managing Solid and Liquid Waste.
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas.
- iii. Has mapping of land use, water bodies, forest, slopes, wetlands, degraded forest within the Gram Panchayat been done? Yes/No. If No, reason thereof.
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No
- v. Steps taken by the Gram Sabha about the climate change mitigation factors like reducing energy consumption, usage of fossil fuels, plastics, non-renewable building materials, and also to promote measures like planting of trees, conserving forests, usage of good agricultural practices like drip irrigation, water conservation measures, and conservation of wetlands.
- vi. Whether schools have started segregating waste. Yes/No ✓
- vii. Whether schools have their own compost/soakage pits for solid/liquid waste management. Yes/No ✓

2. Healthy village

- i. Are meetings related to Village Health and Sanitation Committee being held regularly? ~~Yes~~/No
- ii. Do all the eligible individuals been provided the Golden Card? Yes/No ✓
- iii. Are all the Children being immunized as per the Schedule recommended by Govt. of India? Yes/No
- iv. Are all the eligible individuals been vaccinated against COVID-19? Yes/No
- v. Does Gram Panchayat ensure that all pregnant women are getting necessary prenatal check-ups? Yes/No
- vi. Whether all the deliveries were Institutionalized or conducted by trained Midwives? ~~Yes~~/No

3. Water-sufficient village

- i. Do all the HHs in the Gram Panchayat have water pipeline connections? Yes/No ✓
- ii. Whether Gram Panchayat has taken steps for grey water management. If Yes, please specify. ~~Yes~~
- iii. Do all the HHs in the Gram Panchayat have toilets? Yes/No ✓
- iv. Are all the HHs toilets functional or not? Yes/No ✓
- v. Do all the Schools/Anganwadicenters have a toilet facility or not? Yes/No
- vi. Are all the toilets in the schools/Anganwadifunctional or not? Yes/No ✓
- vii. Whether Gram Panchayat Bhawan has separate toilets for women or not? Yes/No ✓

4. Child-Friendly village

- i. Do all the children under the age of 0-6 years been enrolled in the Anganwadicenters for pre-schooling? Yes/NO
- ii. How many Ba/Sabha's were organized in the Gram Panchayat.

- iii. Whether the issues raised by HuiSabha are addressed during the Gram Sabha. Yes/NO
- iv. Whether Gram Panchayat is tracking the data related to dropout children and children with irregular attendance? Yes/NO
- v. Do all the schools under the Gram Panchayat have separate toilets for girls and boys? Yes/No
5. Village with good governance
- i. Is CSC located in the Gram Panchayat Bhawan or not? Yes/No
- ii. Is the list of beneficiaries related to the Schemes/Programs displayed on the Gram Panchayat wall or not? Yes/No
- iii. Does the Gram Panchayat has its building or not? Yes/No
- iv. Is the Gram Panchayat office functional or not? Yes/No
- v. Are the activities approved under the Huiya Panchayat Development Plan displayed on the Gram Panchayat wall or not? Yes/No
- vi. Is Social Audit of earlier Schemes/Programs carried out or not? Yes/No
6. Poverty-free and enhanced livelihood village
- i. Has Gram Panchayat developed any criteria for the identification of the poor? Yes/No if yes specify
- ii. Have all the eligible households registered in PDS or not? Yes/No
- iii. Has Gram Panchayat provided space for Self-help Groups in PanchayatGhar for holding meetings or not? Yes/No
- iv. Have all the eligible households been registered for Pension or not? Yes/No
- v. Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement? Yes/No
- vi. Has Job Cards been distributed to all the eligible individuals under MGNREGA? Yes/No
- vii. Has Gram Panchayat facilitated SHGs for Bank Account Linkages? Yes/No
7. Socially secured village
- i. Whether Gram Panchayat is maintaining data related to Differently Abled People? Yes/No
- ii. Is Gram Panchayat Office Disabled Friendly or not? Yes/No
- iii. Are provisions for a separate Budget under the Resource Envelope for Women and Children made or not? Yes/No
- iv. Do all the Schools in the Gram Panchayat have facilities for Differently Abled Children like toilets, barrier-free access, etc., or not? Yes/No
- v. Are all the eligible individuals are getting pensions, like old age pension, widow pension, etc? Yes/No
- vi. Are all the eligible households getting benefits from IAY or not? Yes/No
8. Empowered Development in Village
- i. How many MahilaSabha's were organized in the Gram Panchayat
- ii. Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan (Yes/No)
- iii. Whether GPs have taken steps for increasing women's participation in Gram Sabha (Yes/No)
- iv. Number of women beneficiaries headed households covered under PDS system.
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana All eligible
9. Self-sufficient infrastructure in the village

- i. Whether GP has a Community Hall with access to electricity, furniture, water supply, toilet. Yes/No
- ii. Whether the Disaster management plan is available at the GP Level (Yes/No)
- iii. Whether child-friendly park with required facilities is available in GP (Yes/No)
- iv. Whether the GP has easy access to Godown for storage (Yes/No)
- v. Whether street lights are provided in public places for ensuring safety (Yes/No)



10-16 NOVEMBER 2023

QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Perminder Singh
2	Designation	District Health Officer
3	Department	Horticulture
4	Place of posting	Udhampur
5	Mobile No	94191-45540
6	Email ID	perminder22@gmail.com
7	Home District	Jammu
8	Dates of visit	14th Nov to 15th Nov 2023

B. Locational details of Panchayat: (to be pre-filled, information to be taken from the previous phases booklets/summarized excel sheet uploaded on jkpanchayat.jk.gov.in (to be validated by the visiting officer and missing details to be filled))

S.No	Particulars	
1	Name of the Panchayat	Mash Malva
2	Local Government Directory(LGD) code of the Panchayat	240654
3	Name of CD Block	MARH
4	Name of Tehsil	Mash
5	Name of District	Jammu

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	6
2	No. of hamlets in the Panchayat	6
3	No. of households in the Panchayat	1100
4	Population (approx) of the Panchayat	6200

QUESTIONNAIRE FOR B2V5

Schedule-I (B)

(Details of Officers/ Officials present in the Panchayat)

(To be filled by the visiting Officer during his/her visit to the Panchayat. All fields have to be filled by the visiting Office before the booklet is handed over to the DC)

S. No.	Department	Name	Designation	Present/ Absent	Remarks
1	Agriculture	Satinder Singh	AEI	Present	Good
2	Education	Gurdeep Singh	Teacher	Present	Good
3	Food, Civil Supplies and Consumer Affairs				
4	Forest				
5	Health and Medical Education	Dr. R.P. Singh	M.O	Present	
6	ICDS Department	Rakesh Kumar	Supervisor	Present	Good
7	Irrigation and Flood Control Department				
8	Jai Shakti Department				
9	Power Development Department				
10	Public Works Department				
11	Revenue	Y.O. SAE	Secretary	Present	Good
12	Rural Development and Panchayat Raj	AMIT KUMAR	Secretary Panchayat	Present	Good
13	Skill Development				
14	Social Welfare Department	Savitri	Conductor	Present	Good
15	Youth Services and Sports Department	Suninder Singh	PEM	Present	Good
16	Others				
17					
18					
19					
20					

QUESTIONNAIRE FOR B2V5

Schedule-II (FIRST HAND INFORMATION ON INFRASTRUCTURE - PANCHAYAT ASSET REGISTER AND ITS UTILIZATION)

1	Infrastructure of Panchayat Ghar				
	a) Govt building/ private	Govt Building			
	b) New/used irregular	Y			
	II. Furniture (Y/N)	N			
	III. Computer (printer) (Y/N)	N			
	IV. Internet (Y/N)	N			
	V. Telephone (Y/N)	Y			
	VI. Toilet (CSC/ part of panchayat ghar) (Y/N)	N			
	VII. Water (Y/N)	Y			
	VIII. Electricity (Y/N)	Y			
2	Educational institutes	No. of Schools	Enrolled	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	01	8	-	Govt
	b) Primary	03/03/04	20317	-	17
	c) Middle	-	-	-	-
	d) High	01	62	N	Govt
	e) Higher Secondary	-	-	-	-
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Staff / Worker vacancies	Govt Building/ Private Building
		11	267	9/11	Private
4	Healthcare facility	No. of sub centres	No. of PHCs	No. of health & wellness centres	No. of Institute having Govt. building
		11	3	18	16
5	Bank branch (Y/N)	Y			
6	Availability of ATM (Y/N)	Y			
7	Endemic center/ CSC (Y/N)	N			
8	Postworkshop (Y/N)	N			
9	Village haat (Y/N)	Y			
10	Playground (Y/N)	N			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		03	2020	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		06		06	
13	Amrit Sarovar - details, location, condition	Details	Location	Condition	Utilization
		SAROWAR	-	-	-
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc.	has potential in Agri. as well as culture			
15	i. Whether Panchayat assets captured, on e-Gram SampadaApp (Y/N)	-			
	ii. Number of Asset captured	-			
	iii. Please mention assets	-			
	1.	-			
	2.	-			
	3.	-			
	4.	-			
	5.	-			
16	List of Incomplete Buildings- names, year of construction	Name		Year of construction	
		Panchayat Ghar		2008	
17	List of Underutilized Buildings- names	Name		Year of construction	
		Nil		Nil	

QUESTIONNAIRE FOR B2V5

Schedule III
(STATUS OF IMPLEMENTATION OF SCHEMES IN THE PANCHAYAT)

Sl. No.	NAME OF THE SCHEME	DEPARTMENT	TOTAL 7 TARGET FISCAL YEAR (2015-16) PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES WHO ARE IN THE BENEFIT OF THE SCHEME	REMARKS ON PENDING
1	Old Age Pension	Social Department	240	240	Nil
2	Widow Pension	Social Department	30	30	Nil
3	Disability Pension	Social Department	17	17	Nil
4	Status under Shiksha Mukt	Social Department			
5	Status under working Mukt	Social Department			
6	Equipment's provided to specially abled persons, (wheelchair, bicycle etc)	Social Department	2 - Bicycle in hand		
7	Digital Services provided	IT/ Aardr/ CSC			
8	Prashad Karm	Agriculture Department	10	10	27/05/2016
9	Kisan credit card	Agriculture Department	671/712	671	1/12/2015
10	PM Kisan Samman Nidhi	Agriculture Department	600	600	1/12/2015
11	Employment Schemes (MGNREGS, Tejaswini, Mahatma NREGS, etc)	Employment Department			
12	Pradhan Mantri Agriculture Credit Society (PMACS) formation	Cooperative Department			
13	PM Implementation	Joint Sector Department	Area covered under NABARD		
14	No. of Households provided PMTC				
15	No. of Households provided PMTC				
16	PMAY-G Scheme	RDSB PR	25	25	-
17	SBM-Gram - DTP, functional (Pradhan Mantri)	RDSB PR	103	103	-
18	ODI PUA villages (No)	RDSB PR			-
19	Targeted Back pt. completed	RDSB PR			
20	SHRM	RDSB PR			
21	Land Feedback Satisfaction	Revenue Department	28112	26225	
22	Feeding Subsidies	Revenue Department	2747	1842	
23	Domestic Certificates	Revenue Department	8000	5000	
24	Persons identified by officials	SDO/ Sarpanch			
25	Awareness camps for de-addiction conducted	SDO/ Sarpanch			
26	Group Addicts rehabilitated	SDO/ Sarpanch			
27	Group Health Card under Ayushman Bharat	Health Department	3422	3331	Some children not registered in ration card
28	Janani Suraksha Yojana	Health Department	21	21	
29	Status under Anemia Mukt	Health Department	0-16 yrs 684	100%	
30	Status under Leprosy Mukt	Health Department			
31	Number of Ayushman Kalyan organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	3	3	
32	Number of Ayushman Kalyan held	Health Department	4	4	
33	Out of School Children brought to Schools	School Department	00	0	
34	Number of students still out of Schools	School Department	00	Nil	
35	Persons educated through bridge courses	School Department			
36	Household using clean cooking fuel (LPG)	FCS & Co			

QUESTIONNAIRE FOR B2V5

Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No.	Particulars	Status
1	Name of Health Institutions	SPH MARH
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff a) Doctor b) Paramedical	10 27
4	No of patients attended during the month	5120
5	Status of medicine availability	Yes
6	Special medical camp held, if any	No
7	Status of Immunization	98%
8	Participation of health worker in Village Health and Nutrition Day	Yes 100%
9	Institutional deliveries in Panchayat (Current Year)	21
10	Non- Institutional deliveries in Panchayat (Current Year)	Nil
11	Other	
12	Remarks of the Visiting Officer	

II. Education Institutions:

S. No.	Particulars	Status
1	Name of Education Institutions	GPS HALGA
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	Y
4	Enrolment of the School a) Boys b) Girls	26 29
5	Availability of play ground	Y
6	Availability of drinking water	Y
7	Availability of electricity	Y
8	Availability of functional toilets	Y
9	Activities undertaken under 'My School My Pride'	Y
10	Other	
11	Remarks of the Visiting Officer	

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	1124-90
2	Number of children enrolled a) Boys b) Girls	-
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	Y
5	Maintenance of record of children	Y
6	Availability of sufficient ration	Y
7	Availability of timely Ration	Y
8	Availability of Functional toilet	Y
9	Availability of tap connection	Y
10	Availability of electricity connection	Y
11	Number of children stunted	-
12	Number of children wasted	-
13	Any Other	-
14	Remarks of the Visiting Officer	

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	JTC Halka Tokarian
2	Government / Private	Govt.
3	Name of the dealer (in case of Private)	Pritam Lal Sharma
4	No of registered beneficiaries	773
5	No of beneficiaries drawing Ration from the store	710
6	Whether store is functioning through Aadhar biometric system	yes
7	Whether record/register maintained in the store	yes
8	Availability of ration	yes
9	Any Other	
10	Remarks of the Visiting Officer	no comment

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	NOT AVAILABLE
2	No of Accounts in the branch	-
3	No of persons applied under various self-employment schemes	-
4	No of cases sanctioned under various self-employment schemes	-
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	-
6	Availability of ATM	Y
7	Any Other	-
8	Remarks of the Visiting Officer	NOT AVAILABLE

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	NOT YET STARTED
2	Condition of Amrit Sarovar	-
3	Details of repair undertaken, if any	-
4	Utilization of Amrit Sarovar	-
5	Any Other	-
6	Remarks of the Visiting Officer	NOT AVAILABLE

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	NA
2	Condition of Playground	-
3	Utilization of Playground	-
4	Any Other	-
5	Remarks of the Visiting Officer	NOT AVAILABLE

VIII. Patwarkhanat

S. No	Particulars	Status
1	Location of Patwarkhana	NOT AVAILABLE
2	Government/ Private building	-
3	Land passbook saturation	-
4	Pending mutations	-
5	Any Other	-
6	Remarks of the Visiting Officer	NOT AVAILABLE

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	
2	Name of the beneficiary	
3	Status of the house (completed/ in-use/ under-construction)	
4	Any Other	
5	Remarks of the Visiting Officer	Location in Baran in PMAY urban

X. Soak pits/ Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Chile Jaffan
2	Name of the beneficiaries	
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	
4	Any Other	
5	Remarks of the Visiting Officer	Angela malya Ranilo

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter / CSC counter	✓
2	No of online services provided by the CSC	✓
3	No of persons approached for services	✓
4	Any Other	
5	Remarks of the Visiting Officer	C.S.C Function

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Yes - Road not connecting
2	Transport	Yes
3	Electricity	Yes
4	Drinking water	Yes
5	Cleanliness	Yes
6	Sports facility (Playground)	Yes
7	Any Other	

QUESTIONNAIRE FOR B2V5

Schedule-V
(AWARENESS/ EVENTS / INAGURATION)

EVENTS / AWARENESS / INAGURATION ORGANIZED DURING THE VISIT OF OFFICER

S. No	Particulars	Status
A	Cultural Events/ Programmes	
	1. Debates and Seminars	—
	2. Skits, Songs, Dramas	—
	3. Local Folk programme / Show	—
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	—
B	Sports Activities	
	1. Sports Event	Volley Ball events
	2. Distribution of sports kit	Yes (through PPT)
C	Inaugurations (If any)	
	PMAY house	—
	Segregation Sheds	—
	Amrit Sarovar	—
	JIM Assets	Yes
	Compost/ Soak Pits	—
	PMGSY / MGNREGA works	Yes
	Any other	—
D	Distribution of certificates	—
	Self Employment Schemes	—
	Land Pass books	—
	Any other	—
E	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No.	Particulars	Status
1	SDG Theme adopted by the Panchayat	Weekly Meetings
2	Activities undertaken under the Theme (as per instruction manual)	Supervised drive run to make golden land
3	Status of activities undertaken	—
4	Visible impact of the Activities	—
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	—
6	How many activities of SDG have been covered under GDP	—
7	Bottlenecks, if any, faced in the achievement of SDG Theme	—
8	Remarks of the Visiting Officer on the status SDG Theme	—

QUESTIONNAIRE-FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
	1	
	2	
	3	
	4	
	5	
B	Impact of B2V1 to B2V4	
	1	
	2	
	3	
	4	
	5	
C	Challenges in the Panchayat	
	1	
	2	
	3	
	4	
	5	
D	Suggestions if any	
	1	
	2	
	3	
	4	
	5	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1. BEST PERFORMING DEPARTMENTS	
1	Agriculture
2	Health
3	Education
2. LEAST RESPONSIVE DEPARTMENTS	
1	P.H.E
2	P.O.D
3	

II. FEEDBACK ON UT INITIATIVES

All departments have realised their responsibilities in better way towards public and have improved their functioning. More transparency in implementation of various schemes.

III. GENERAL ASSESSMENT OF THE VISTING OFFICER

S.No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Repair/Replacement of LT wires and installation of Electric poles in P.O. - Lack of availability of sufficient drinking water, filling water and cost of pump work at G.P. Dohp.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far.	The pending work for completion of Govt. work of Kanchayat Gha. Govt. of Pond at Harshitakes NOT done.
3	Overall assessment of the visit and suggestions: (The visiting officer to ensure that the overall assessment is recorded in details along with concrete suggestions)	- Lack of Co-ordination among people. - Remarkable improvement in Health, Education and Agr. Sector. - P.H.E and P.O.D Deptt. needs to work in a better way for the development of Panchayat.
4	Overall Rating of Govt. functioning as given by the Panchayat (Scale of 0 to 10)	07
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Certified that the officer/visiting officer has stayed in the panchayat for 2 days

Signature of Sarpanch

Name Rajinder Singh

Signature of the Visiting Officer

Name Parminder Singh

15/11/2023